Reports

Montana Blue Form

- 1. Select the Report menu item.
- 2. The client ID number will default for you.
- 3. Click the Report button.

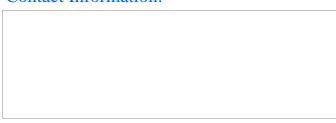


Detailed Client IZ Report

- 1. From the main menu select Reports then Detailed Client IZ Report.
- 2. From the drop down list select the Clinic Requesting Report.
- 3. Click the Run Report button.



Contact Information:





Logging On

- 1. Enter a User Name and Password to login to the Application.
- 2. Click the Login button.
- 3. If you do not have the web address for WIZRD, contact your local health department.



Password Screen

- 1. From the main menu select File then Password Screen.
- 2. Enter your old password, new password and confirm your new password.
- 3. Click the Change button to change your password.



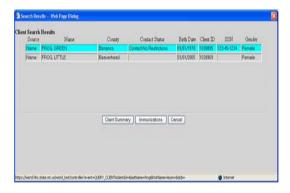
Client Search screen

- 1. To search for a client enter a value in one or more of the search fields.
- 2. Click the Search for Client button.



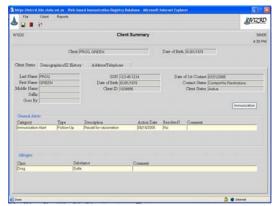
Is the Client in the Database?

- 1. If the client is among the search results, click on the client name to select it.
- 2. Navigate to Client Summary or Immunizations by clicking the appropriate button.
- 3. If the client is not among the search results click the cancel to try a different search.



Viewing Client Information

- 1. From the Client Search Result Screen click on the Client Summary button.
- 2. All fields on the client Summary Screen are read only.
- 3. To view a full list of Immunizations for the Client click on the Demographic/IZ History Tab.
- 4. To view Client contact information click on the Address/Telephone Tab.



Viewing Client Immunizations

- 1 From the Client Search Result Screen click on the Immunization button to view all Immunizations administered to the client.
- 2. All fields on the Immunization Screen are read only.

